


**Communications Committee Meeting  
Virginia Office of EMS  
Sheraton Norfolk Waterside  
Norfolk, VA  
November 10, 2011  
11:00 a.m.**

**Members Present:** Pokey Harris, Richard Rubino, Connie Purvis, Gary Critzer, Hershel Kreis

**OEMS Staff:** Ken Crumpler, Wanda Street, Amanda Davis

**Guests:**

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
<b>Call to Order:</b>	The former committee chair, Mrs. Pokey Harris, handed over the meeting to the new committee chair, Mr. Gary Critzer. The meeting was called to order at 11:01 a.m.	
<b>Approval of the minutes dated August 12, 2011:</b>	A motion was made to approve the minutes as submitted. The motion was moved by Richard Rubino and seconded by Pokey Harris.	<b>The minutes were approved with no further discussion.</b>
<b>Committee Chair Report (Mrs. Pokey Harris):</b>	<p><b>a. Final Discussion of EMD White Paper information</b></p> <p>Pokey stated that the most recent copy of the paper was emailed to everyone; however, an update was made this morning to include Ken's verbiage on the third paragraph on page two.</p>  <p>Medical Direction and Emergency Medical Di</p> <p>Pokey also asked the committee members to notice the wonderful comments from Steve Souder of Fairfax on page 3. As suggested by Hershel, a comment/endorsement section should be added at the end of the document to include comments, positive statements, endorsements, success stories, etc. Hershel will send the draft to the NENA board to show APCO's endorsement.</p> <p>Gary would like to create a statement from the Advisory Board to include as an endorsement also. Endorsements are also needed from VAVRS, VDEM, VA Dept. of Fire Programs (Ken will get), and VACP (Gary will get). We should also seek an endorsement from the Sheriff's Association. Connie also suggested the Virginia Commonwealth Attorney's Group or the organization that represents city and county attorneys. We should ask the Attorney General's office for an endorsement (Ken will discuss this with Gary Brown).</p> <p>Pokey will clean up the document and include an endorsement section. The other committee members will continue to seek endorsements or other unfinished assignments concerning the paper.</p> <p><b>b. EMD Map Update/Status</b></p> <p>Ken spoke to Stephanie briefly in Roanoke two weeks ago. Ken will follow up with her. She will need to</p>	<b>Ken will follow up</b>

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	coordinate with her counterparts within the regions to see what PSAPS have implemented EMD since the last map was updated about two years ago.	with Stephanie.
<b>OEMS Communications Coordinators Report (Ken Crumpler):</b>	<p><b>a. Report on OEMS Narrowbanding</b> Continuing to educate the agencies as much as possible about this. Ken thanked Richard for creating the one page flier that has handed out at the VAVRS conference and at the Advisory Board meeting yesterday. We will continue to assist agencies and localities to ensure that they will be compliant. One of the side discussions that Pokey had yesterday with Dr. Levine was funding for the total Commonwealth costs. The total cost for Pokey's county of 16 agencies is about \$2 million for portables and mobiles. Connie said that for her office alone it was about \$400,000. The committee discussed some narrow banding issues.</p> <p><b>b. PSAP Accreditation Update</b> The only accreditation pending is Orange County. Ken is waiting on additional paperwork which should be submitted soon electronically. He also feels that the City of Roanoke will submit their accreditation very soon.</p> <p><b>c. Virginia EMS Interoperable Communications (VEMSIC) Grant Project – Amanda Davis</b> Ken and Amanda went before the Secretary of Veteran Affairs and Dept. of Homeland Security to present the grant request. The request will likely be denied, but OEMS will reapply. Amanda and Ken spoke with Gary Brown about setting aside some RSAF funds as a special initiative to help some agencies with narrow banding. The committee discussed other strategies to provide money for the narrow banding project.</p>	
<b>Unfinished Business:</b>	<p><b>a. Increase Number of Committee Members</b> This was discussed at the meeting in Lynchburg. The committee chair has to submit a letter of request to the Executive Committee to seek two more committee seats on the committee. Pokey will send the draft copy of the letter to Gary.</p> <p><b>b. Communications Directory Status</b> A rough draft of the directory has been completed per Ken. Ken will submit it to the Department of General Services Graphic Communications for electronic updating. The committee discussed making the document a web-based document such as a portal in which each PSAP can log in and update their information periodically. It can then be printed in PDF format. Ken will meet with Warren about this. They also talked about making it an Excel document. Hershel also suggested using a free product called QPDF.</p>	<p><b>Pokey will send draft copy of letter to Gary.</b></p> <p><b>Ken will meet with Warren about creating a portal for the Communications Directory.</b></p>
<b>New Business:</b>	<p><b>a. Discussion of Changes to Reaccreditation Requirements for OEMS PSAP Accreditation</b> Ken wanted to include a numerical standard for QA/QI requirements. Everyone agreed with the language that Ken provided at the August meeting for the PSAP Accreditation. <b>A motion was made to accept the language Ken provided for the PSAP Accreditation. All voting members agreed and the motion was passed. Opposed = 0, Abstentions = 0.</b></p> <p><b>b. OEMS Division Report – Staff</b> All OEMS activities are reported in the quarterly report which was distributed by email.</p>	<p><b>A motion was made to accept the language Ken provided for the PSAP Accreditation. The motion was passed. Opposed = 0, Abstentions = 0.</b></p>

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<b>Public Comment:</b>	Ken thanked Pokey for her support and leadership as she chaired the committee. She stated that she enjoyed her tenure as Chair and looks forward to staying active with the committee.	
<b>Adjournment:</b>	The meeting adjourned at approximately 12:11 p.m.	<b>The next meeting is February 10, 2012 at 9 a.m. in Glen Allen.</b>

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